KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

INSTRUCTOR

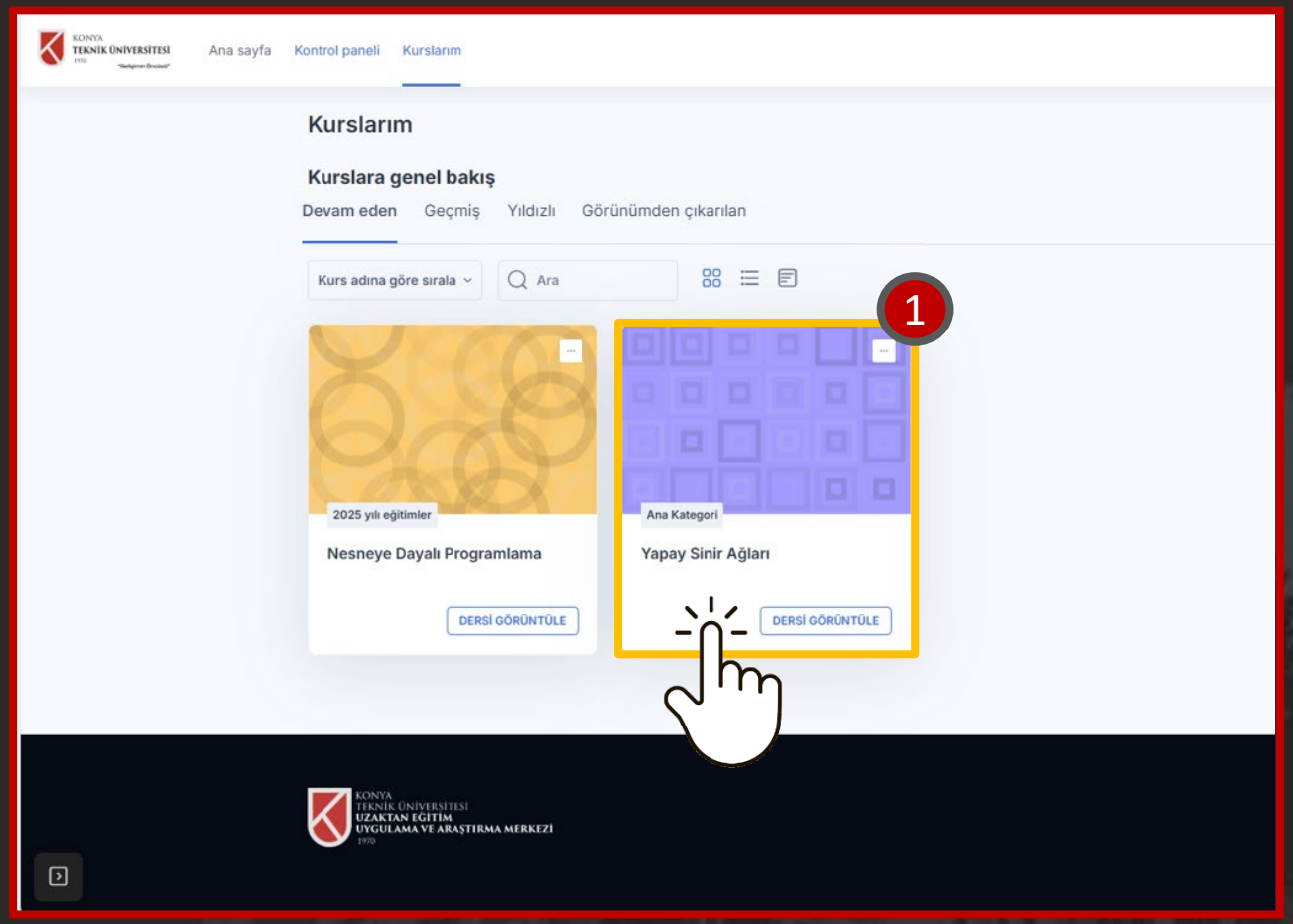
GUIDE TO SHARING COURSE RECORDING

Version 1.2 | Mart 2026

Sharing Course Recording

01

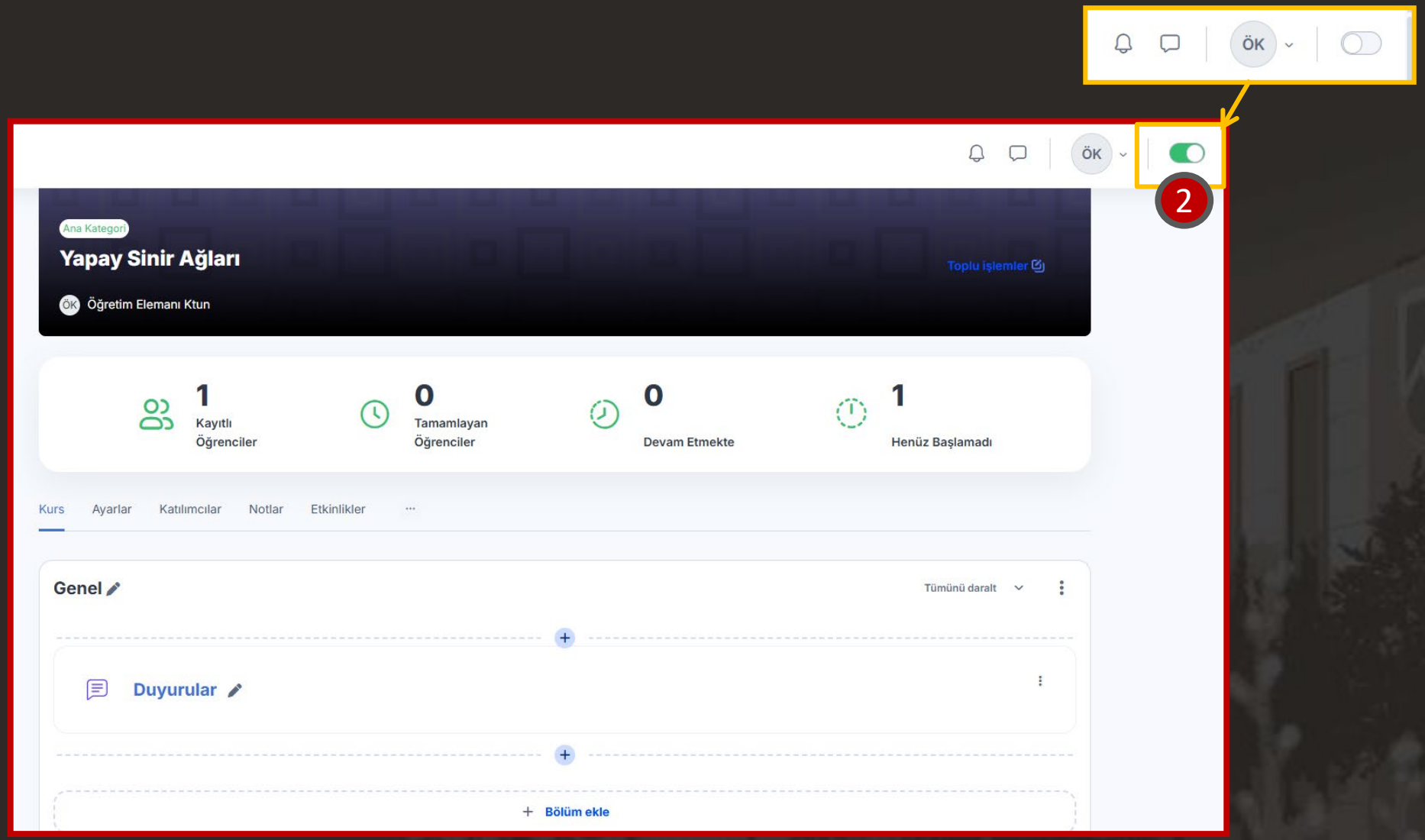
After logging into the Distance Learning System (LMS), select the course to which you want to add the recorded lecture.



Sharing Course Recording

02

Activate the “**Edit mode**” button located at the top right of the course page.

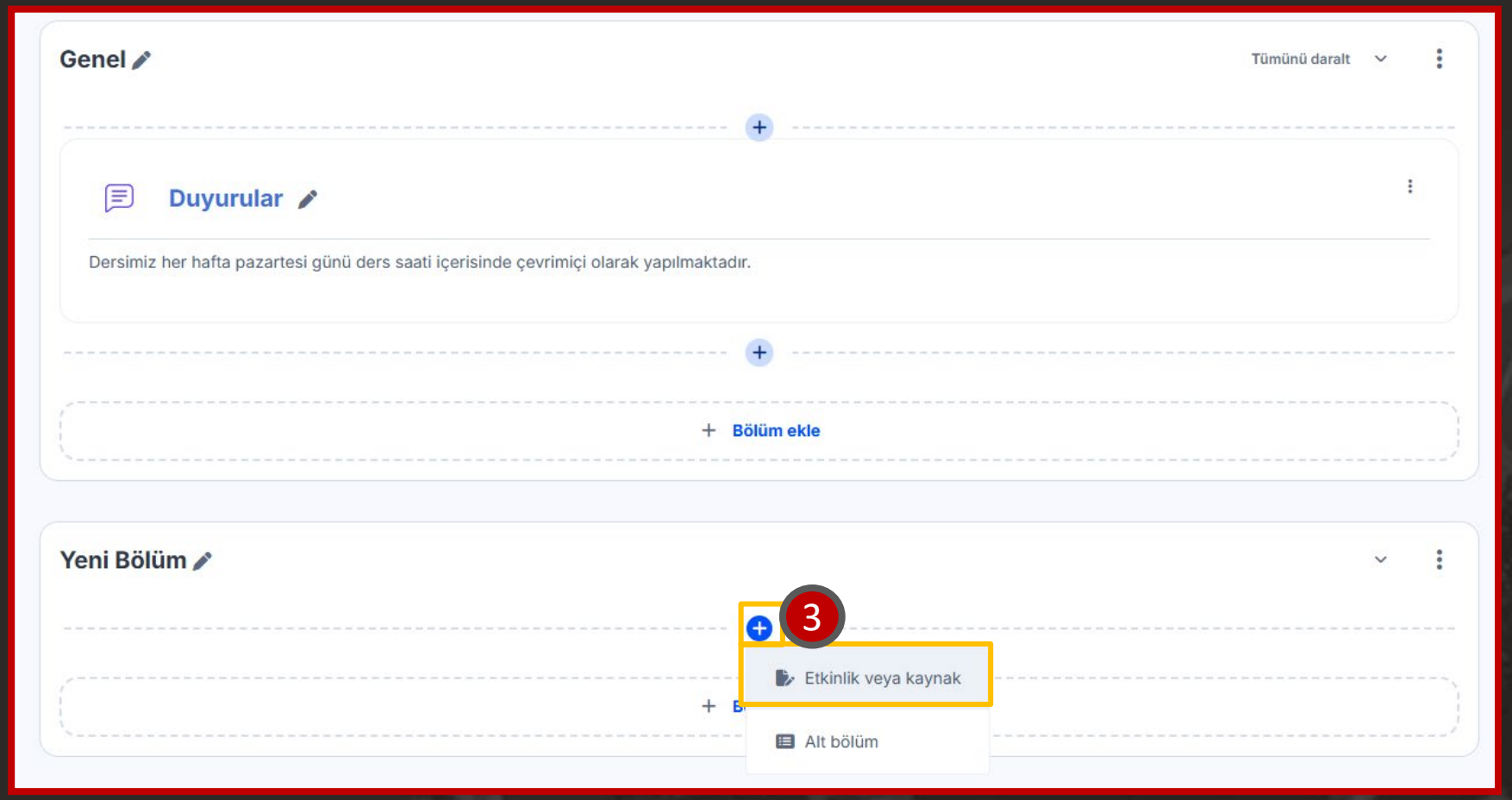


Sharing Course Recording

03

While Edit mode is active, click the **plus (+) icon** in the relevant week of the course where you want to add the video.

In the window that opens, click the "**Add an activity or resource**" button.



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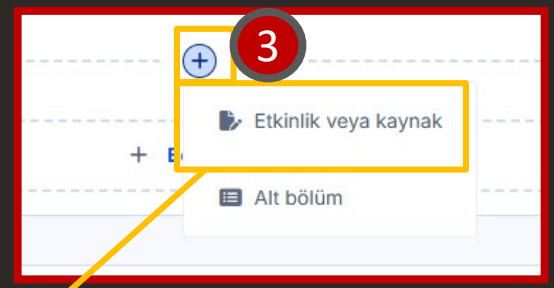
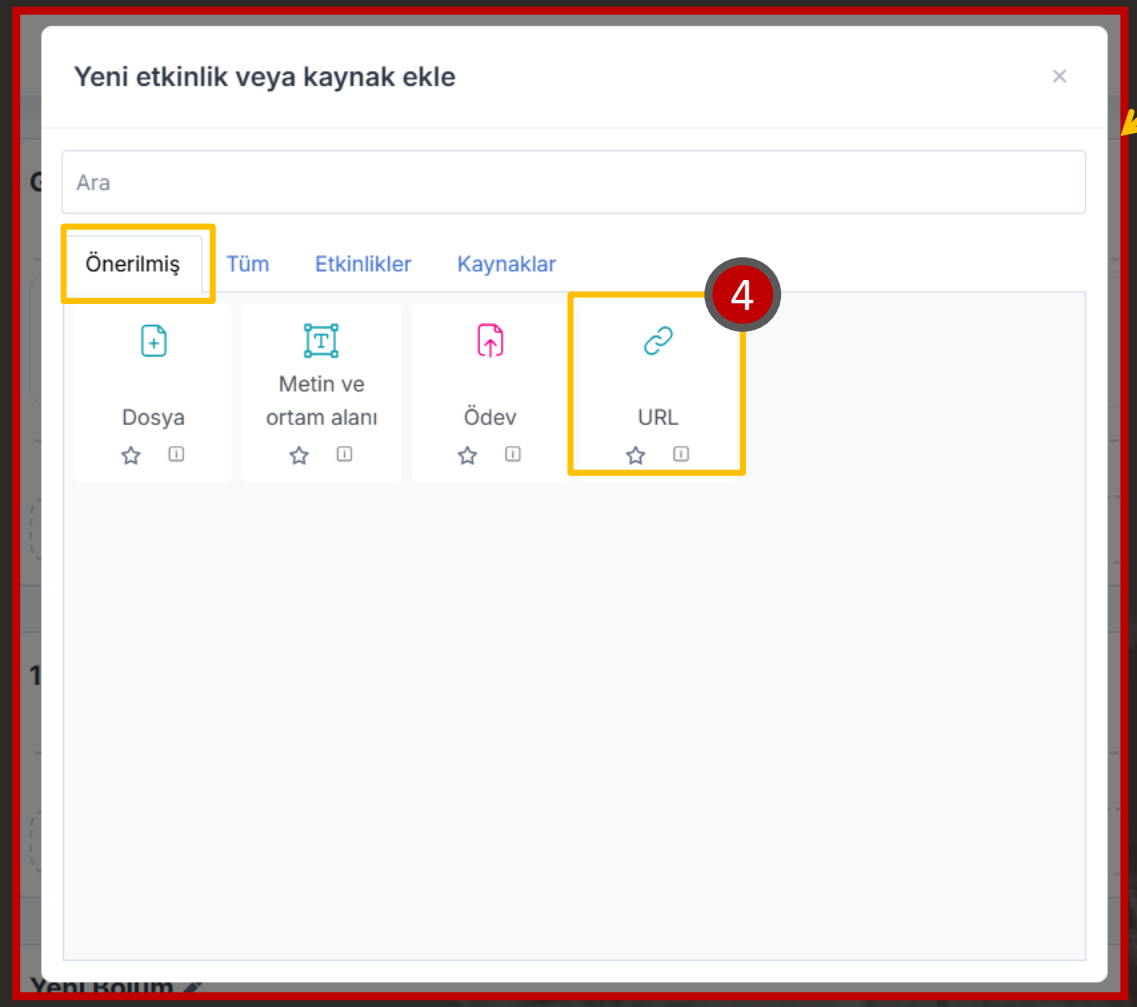
04

To add the course video, click the “URL” module under the “Recommended” tab in the “Add a new activity or resource” window.





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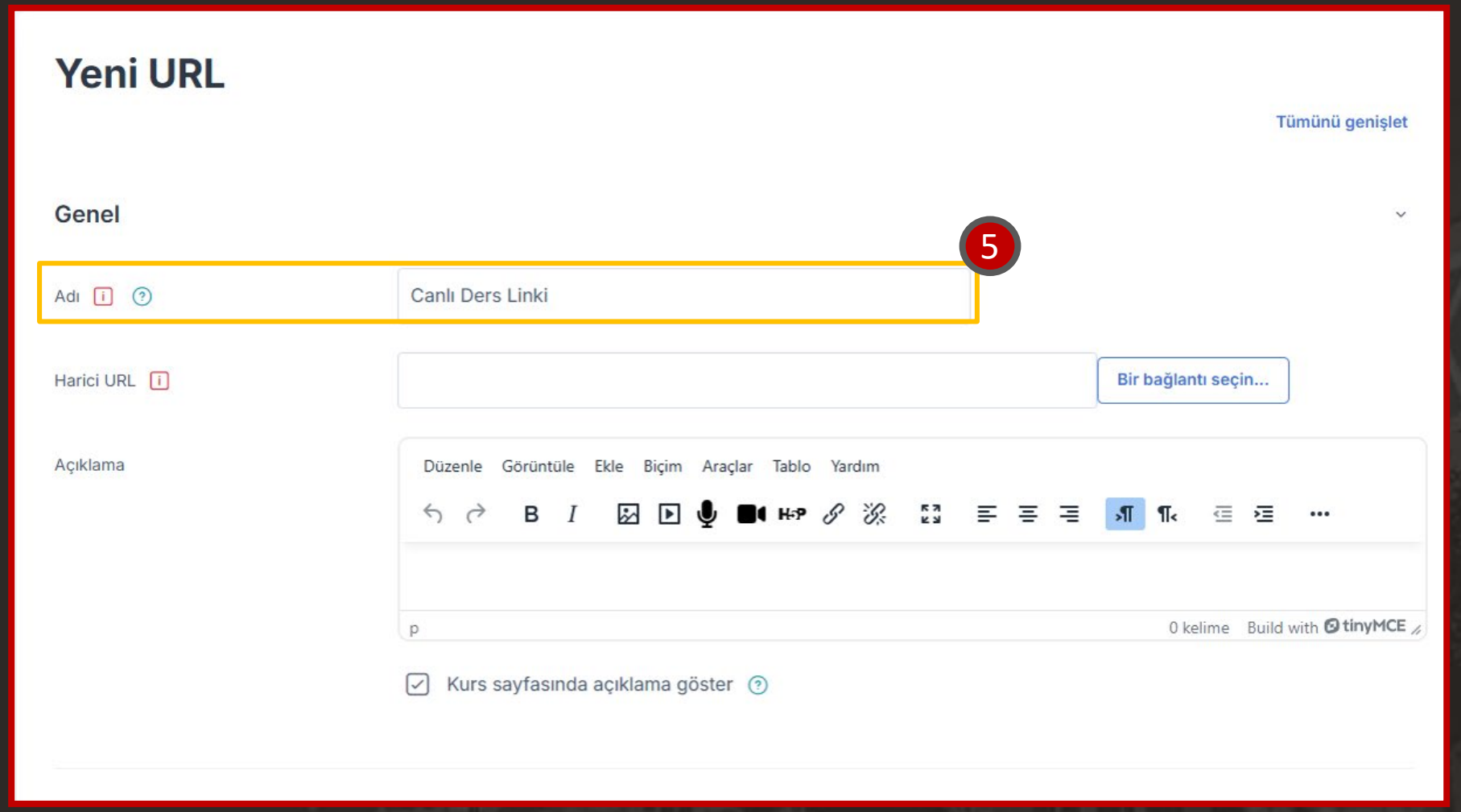
05

In the “New URL” window, fill in the “Name” field.

For the “External URL” field, open the **Microsoft Teams** application.

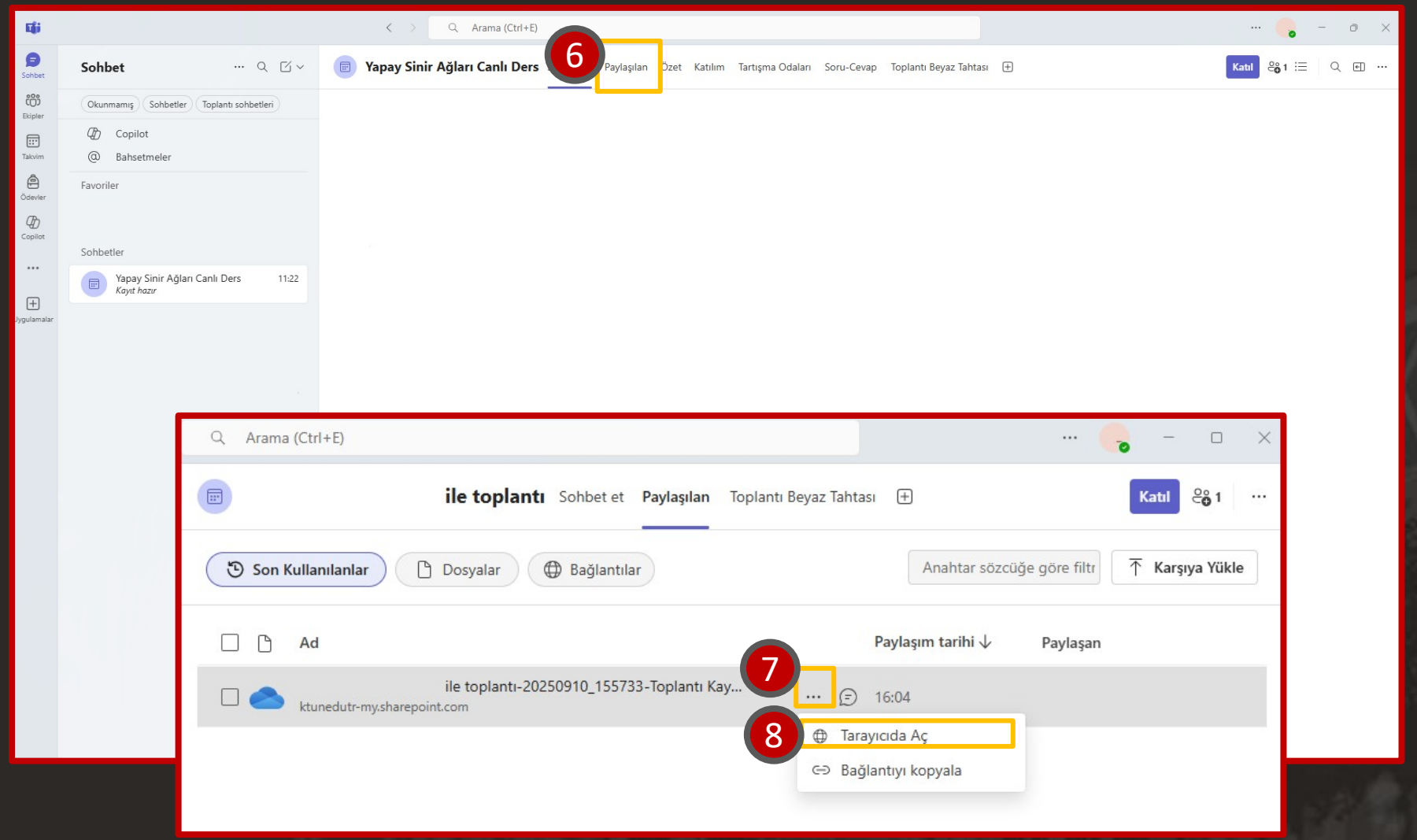


Sharing Course Recording

06

To share the video of the class conducted via Microsoft Teams, you can access the meeting details from the “**Chat**” tab in the Teams application. After selecting the relevant meeting, open the **meeting recording in your web browser**.

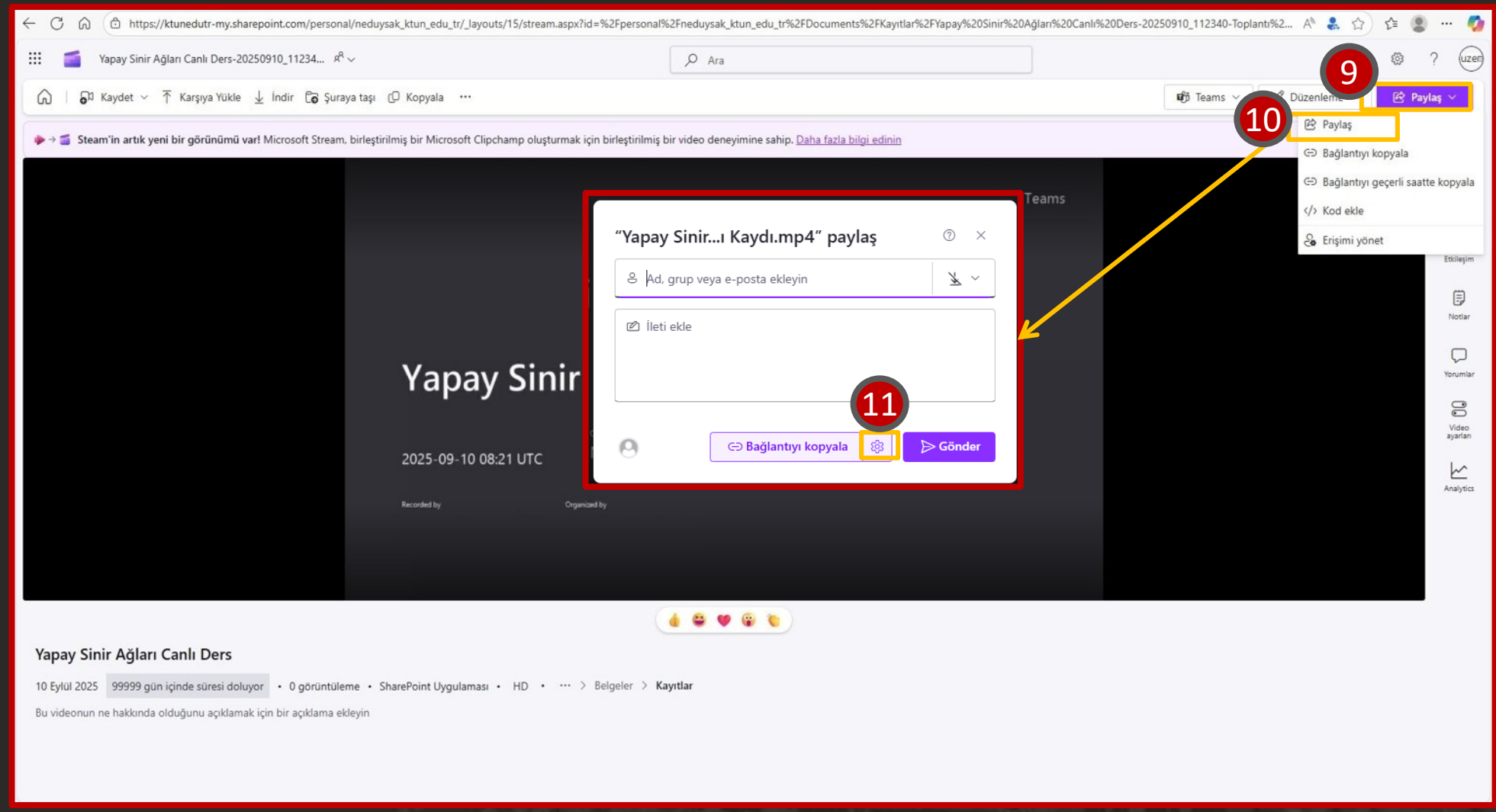
You may be asked to sign in again with your Teams account while opening the video in your browser.



Sharing Course Recording

07

To share the video, click the “**Share**” button in the upper-right corner, then click “**Share**” again in the window that appears. In the dialog box, select “**Settings**”.



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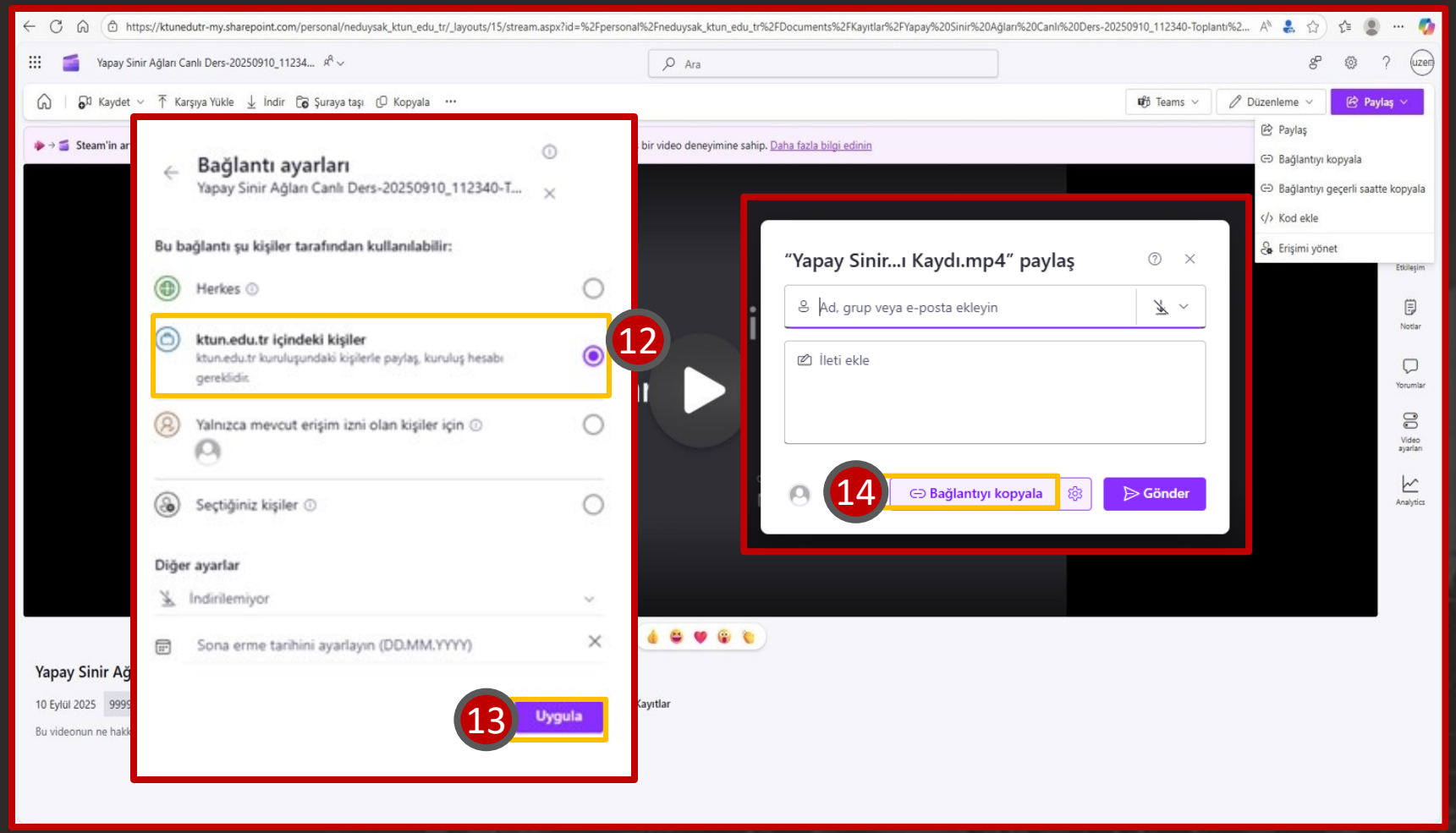
08

In the link settings window, select “**People in ktun.edu.tr**” and click the “**Apply**” button.

Then click the “**Copy link**” button to obtain the video link of your course recording.

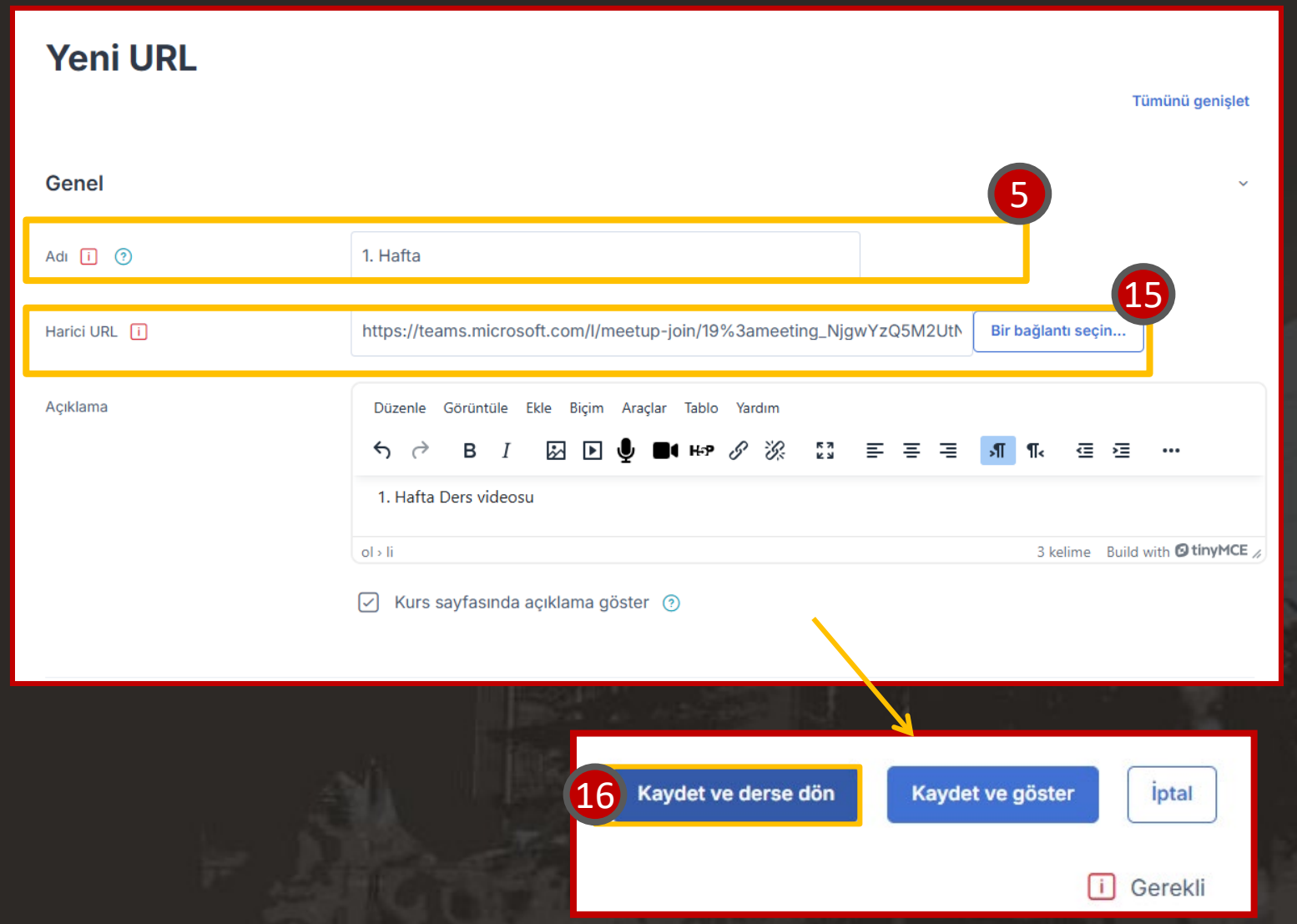


Sharing Course Recording

09

Paste the meeting link you copied from Microsoft Teams into the “External URL” field on the “New URL” page in the LMS.

When you click “**Save and return to course**”, the video link will be added to the course page.



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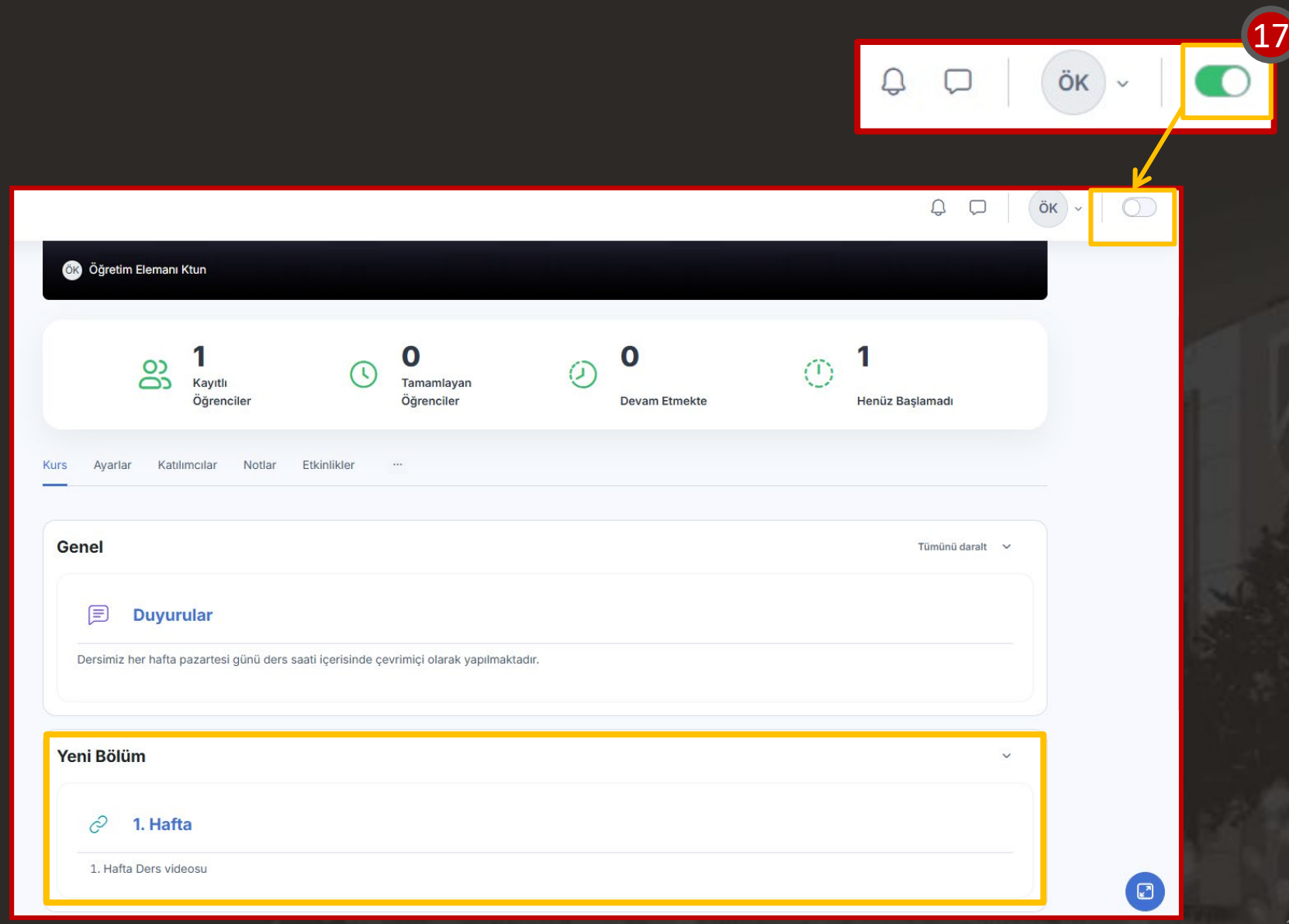
10

The course video will be displayed under the relevant week.

If you wish, you may deactivate “Edit mode” again after completing the process.



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